

~~CONFIDENTIAL~~

INSTRUCTION NO.  
LI 10-250-1

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SECURITY  
25 October 1955

SUBJECT: Limitations on Outside Activities

REFERENCE: Agency Regulation [REDACTED] dated 3 May 1955

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1. PURPOSE

- a. The purpose of this Instruction is to implement the provisions of referenced Regulation for the Office of Logistics and to establish administrative channels within the Office for submission of requests and notifications as required.
- b. All personnel will familiarize themselves with and strictly adhere to the provisions of [REDACTED] and this Instruction.

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2. AUTHORITY

The Chief, Security Staff, is authorized to approve for the Director of Logistics those requests which require approval by the Operating Official. This does not preclude review by the Director of Logistics of matters within the scope of referenced Regulation which, in the opinion of the Chief, Security Staff, warrant the consideration of the Director of Logistics.

3. ADMINISTRATIVE CHANNELS

Administrative channels, as used in referenced regulation, may be construed to mean the employee's immediate supervisor and the Office of Logistics Security Staff.

4. PROCEDURE

- a. All requests or memoranda regarding outside activities of Office of Logistics employees will be routed through the appropriate supervisor, and through or to the Chief, Security Staff, and a copy will be prepared for the Security Staff in addition to those prescribed in referenced Regulation and copies to be retained in the files of the initiating individual or component.

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b. All memoranda requesting approval will be prepared with the "Approval" line in accordance with established correspondence procedures (see Section E, pages 15 and 16 of HB [REDACTED]). A copy will be returned to the originator with approval and/or appropriate comments.

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c. Memoranda will be addressed as follows:

- (1) Those requiring approval of the Chief of the Major Component - To the Deputy Director (Support); with "Concurrences" of the Chief, Security Staff, Office of Logistics, the Director of Logistics, the Director of Security, the Director of Personnel (if appropriate); and "Approval" line for the Deputy Director (Support).
- (2) Those requiring approval of the Director of Security - To the Director of Security, through the Chief, Security Staff; with "Concurrence" of the supervisor, if appropriate (see par. 6.f.(1); and "Approval" line for the Director of Security.
- (3) Those requiring approval of the Operating Official - To the Chief, Security Staff; with "Approval" line for the Chief, Security Staff.

##### 5. SAFEGUARDING CIA IDENTIFICATION

The Administrative Officer or Administrative Assistant of the traveler's component will receive and safeguard all CIA identification papers for employees while in unofficial travel status.

##### 6. CREDIT REFERENCES

Unvouchered employees of the Office of Logistics (or others if specifically instructed) will use only such references as approved by the Chief, Security Staff.

[REDACTED]  
JAMES A. GARRISON  
Director of Logistics

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